



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

TEMPORARY CERTIFICATE OF OCCUPANCY EXTENSION REQUEST

To request an extension of a TCO where there is no change in scope of the current TCO:

Submit to City of Santa Clara Permit Center email: permitcenter@santaclaraca.gov along with proof of approval to extend the TCO by all departments currently not cleared from the permit.

You will be contacted by email when your request has been processed. For questions, please call 408-615-2420 or email: permitcenter@santaclaraca.gov

Date of Request: _____

Permit Address: _____
(work site address in Santa Clara)

Permit Number: _____

Proposed Date of Completion (extend to): _____

I would like to request an extension of the above Temporary Certificate of Occupancy for the following reason(s): ****LIST CURRENT OUTSTANDING IMPEDIMENTS TO FINAL- BE SPECIFIC****

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****PLEASE ATTACH PROOF OF APPROVAL TO EXTEND FROM ALL
DEPARTMENTS NOT YET CLEARED FROM THE PERMIT**

| | |
|---------------------------|------------------|
| Property Owner Name: | Contractor Name: |
| Phone Number: | Phone Number: |
| Email Address: | Email Address: |
| Property Owner Signature: | |

OFFICE USE ONLY

____ Extended: New expiration date _____

____ Not Extended per: _____ Date: _____

Notified on: _____ by _____ via: __email __Phone